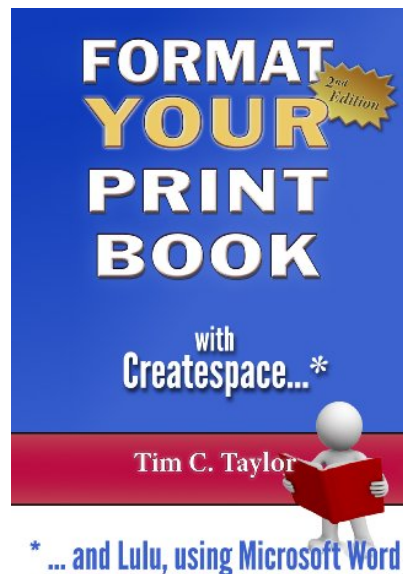


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“...the content and presentation are excellent and incredibly useful, even though I’ve already written and formatted at least six books using Microsoft Word.” — Patricia West, treeoflifememoirs.com

2nd Edition: EXTENDED! REVISED! UPDATED!

Publishing a print book with Createspace or Lulu is fairly easy. But unless you know how to lay out a book, AND how to achieve the results you want in your word processor, the result won't do your writing justice. In this guide, I will show you how to format your book's interior:

- \* What you need to know about book layout and typesetting to get professional results.
- \* How to use Microsoft Word 2007, 2008, 2010, 2011 & 2013 to achieve those results (with notes for Word 2003 users)
- \* eBook tips: how to format your manuscript in Word so you can move easily between print, Kindle, ePUB, and Smashwords editions. (Note: this is not a comprehensive guide to building eBooks).
- \*NEW! A workflow for publishing a book through Createspace. Follow the workflow and use the cross-references to find the detailed discussion later in the book for each step.
- \*NEW! Answers to the questions about paperback publishing that I am often asked by my book-formatting clients, such as: how to pick the right trim size, how to set pricing, what kind of ISBN you should use, and how to link print and kindle editions on Amazon.
- \*NEW! The correct way to use paragraph and page breaks in Word.
- \*NEW! Advanced topics: add that final level of polish with subjects such as kerning & OpenType settings, using Unicode code points in paperbacks and eBooks, dot gain & color spaces, faux glyphs and how to avoid them, the perils of transferring Word files between Mac & Windows, and how to republish your back catalog.
- \*NEW! Many more screenshots and diagrams (now 76). All are reproduced in the paperback and eBook editions of this book, and are also available from the book's website.

A note for Mac users. Screenshots are taken from Windows editions of Word, but references are made to any significant Mac differences (specifically: keyboard shortcut differences, selecting fonts, and the PDF print capability built into OS X).

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